

State of Alaska Division of Homeland Security and Emergency Management

Exercise After-Action Report (AAR) / Improvement Plan Instructions

The following instructions describe how to complete the State of Alaska Exercise After Action Report / Improvement Plan report.

Reporting Requirements:

This report must be used for all-hazard exercises receiving funding from DHS&EM, such as those conducted to meet LEPC/Citizen Corp Program(CCP), State Homeland Security Program exercises (SHSP), Law Enforcement Terrorism Protection Program(LETPP), Emergency Management Performance Grant (EMPG), Metropolitan Medical Response System(MMRS), tsunami exercises, earthquake exercises, terrorism related exercises, etc. The report may also be used for other types of events/exercises, including real world events such as disasters or response to suspicious activities. The completed After Action Report / Improvement Plan report must be submitted to DHS&EM no later than 60 days after the end of the exercise.

If your community is not receiving any DHS&EM funding and you participate in an exercise or an actual event we would greatly appreciate your time in filling out the applicable pages and faxing (1-800-428-7009) or e-mailing them to us. Your participation will help us capture the great things our Alaskan communities are doing in the areas of prevention, protection, response, and recovery. An example would be if your local responders, elected or appointed officials participate in an actual event or a DEC, DOT, Public Health, U.S.C.G. or other agency sponsored exercise or event.

Administrative Handling Instructions for the After Action Report:

While most of the content found in your after action report is not sensitive or classified, some materials may necessitate restrictions on distribution. Exercise materials that are produced in accordance with HSEEP guidance and are deemed sensitive should be designated as ***For Official Use Only (FOUO)***. FOUO identifies unclassified information of a sensitive nature, not otherwise categorized by statute or regulations, of which the unauthorized disclosure could adversely impact a person's privacy or welfare, the conduct of Federal programs, or programs or operations essential to national interest.

Section 1: Please fill in the appropriate information provided in all sections. You may double click on the boxes to check them if you prefer. Please provide the number of participants and their disciplines for each participating organization/agency.

Section 2: Exercise Design Summary: Please provide a brief overview of the purpose of your exercise and list your overall goals and objectives. Exercises should be based on objectives the exercise participants need to accomplish to improve preparedness. Examples of an exercise objective:

1. *Assess the ability to effectively activate the EOC.*
2. *Assess the collective ability of the PIO to collect, analyze, prioritize, and disseminate accurate information on a timely basis.*
3. *Assess the ability of multiple agencies to coordinate during an event (flood, fire, etc.).*

Section 3: Analysis of Target Capabilities Tested: Ratings for each capability area will be Satisfactory (S), Needs Improvement (NI) or Not Tested (NT). Utilize the Exercise Evaluation Guides (EEG) to provide standardization and direction for evaluation of the capabilities you will be testing during the exercise. Provide a brief snapshot of what went right or what needs improvement. The Exercise Evaluation Guides can be found on-line at <http://www.ak-prepared.com/homelandsecurity/exercise/EEGsForms.htm> . A definition of each target

State of Alaska Division of Homeland Security and Emergency Management

Exercise After-Action Report (AAR) / Improvement Plan Instructions

capability is provided in Attachment 1.

Discussions or Observations and Recommendations: Discussions or observations should be broken down functionally (e.g., law enforcement, incident command). There should be a corresponding recommendation included that helps identify lessons learned from the exercise.

Principal Findings or Significant Observations: Principle findings are the most important issues discerned from a discussion based exercise. Significant observations are the most important observations recognized by one or more of the evaluators during an operation based exercise.

Improvement Plan: This is the means by which the lessons learned are turned into measurable steps that result in improved response capabilities. It will detail what action(s) will be taken to address each recommendation presented; who or what agency or agencies will be responsible for taking the action(s), and the timeline for completion.

Lessons Learned: This section includes knowledge gained from new ideas or experiences that provide valuable information – positive or negative – about how to approach a similar problem in the future. These lessons should be suitable to share with other jurisdictions across the state and the country.

Section 4: Conclusion

A brief conclusion should be provided that summarizes the exercise and includes an overview of the major strengths and primary areas for improvement identified by the evaluation team.

Local Official Signature & Title: The person responsible for the exercise (exercise director, exercise lead planner, grant project manager) please sign and date.

DHS&EM Exercise Officer: The Exercise officer responsible for reviewing, documenting and processing the information in the after action report for DHS&EM administrative reporting please sign and date.

Target Capability Definitions

COMMON TARGET CAPABILITIES

- **Planning:** To conduct all hazards planning to identify hazards and evaluate their impacts; prioritize emergency preparedness efforts; identify/describe functions performed; describe emergency mgt; describe a resource allocation/prioritization system; integrate plans.
- **Communications:** To provide uninterrupted flow of critical information among responding multi-disciplinary and multi-jurisdictional agencies at all levels of government.
- **Citizen Preparedness and Participation:** To ensure that everyone in America is fully aware, trained and practiced on how to prevent, mitigate, prepare for and respond to all threats and hazards. It requires a role for citizens in exercises, ongoing volunteer programs and surge capacity response.
- **Risk Management:** To identify and prioritize risk, based on threats/hazards, vulnerabilities, and consequences, prior to an event.
- **Intelligence / Information Sharing and Dissemination:** Information Sharing is the exchange and dissemination of information/intelligence among all layers of government, the private sector, and citizens. Collaboration encompasses a wide range of activities aimed at coordinating capabilities and resources.

PREVENT MISSION AREA TARGET CAPABILITIES

- **Information Gathering and Recognition of Indicators and Warnings:** Information Collection is the gathering, consolidation and retention of raw data. Threat Recognition is the ability to see in this data potential indications/warnings of terrorist activities or planning against U.S. citizens, land, infrastructure, allies.
- **Intelligence Analysis and Production:** Through Intelligence Fusion, data and information are merged for the purpose of analyzing, linking, and disseminating timely and actionable intelligence. This capability also includes the examination of raw data.
- **Law Enforcement Investigation and Operations:** Investigation includes activities undertaken to examine, probe and investigate potential terrorist activities. Intervention/ Operations activities are actions, programs, and efforts carried out to interdict terrorists before they can execute an attack.
- **Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE)**
 - Detection:** To protect against weapons of mass destruction (WMD) through deployment of systems that ensure early detection of the import, transport, manufacture or release of chemical, biological, radiological, nuclear and explosive (CBRNE) materials.

PROTECT MISSION AREA TARGET CAPABILITIES

- **Critical Infrastructure Protection (CIP):** The capability of public and private entities to prepare and protect those systems and assets, whether physical or virtual, so vital to the U.S. that their incapacity or destruction would have a debilitating impact to the country.
- **Epidemiological Surveillance and Investigation:** The capability to conduct epidemiological investigations includes exposure and disease (both deliberate release and naturally occurring) detection, reporting, laboratory confirmation, and epidemiological investigation.
- **Food and Agriculture Safety and Defense:** To identify and defend against pathogens, chemical and biological contaminants, and other hazards that affect the safety of food and agriculture products.
- **Public Health Laboratory Testing:** The capability to conduct public health lab testing includes exposure and disease (both deliberate release and naturally occurring) detection, reporting, laboratory confirmation, and epidemiological investigation.

RESPOND MISSION AREA TARGET CAPABILITIES

- **Animal Health Emergency Support:** To identify and eradicate outbreaks of animal diseases by isolating, destroying, and disposing of affected livestock and wildlife, removing and disposing of contaminated animal products, and disposing of contaminated feed and related materials.

Target Capability Definitions

- **Citizen Protection: Evacuation and/or Shelter-In-Place Protection:** To successfully plan for and execute an organized movement, and relocation of the at-risk population from potentially dangerous environments to safer areas.
- **Critical Resource Logistics and Distribution:** To identify, dispatch, mobilize and demobilize available resources throughout all emergency management phases of an incident.
- **Emergency Public Information and Warning:** To develop and coordinate the release of accurate alerts, warnings, and other emergency information to the public immediately prior to an impending emergency, during, and after the emergency event.
- **Environmental Health:** To provide ground and aerial vector control and environmental health services in support of public health protection. Vector control includes elimination of organisms, such as fleas, mosquitoes, and rodents that can spread disease to humans.
- **Emergency Operations Center (EOC) Management:** To provide multi-agency coordination (MAC) for incident management through the activation and operation of the emergency operations center (EOC).
- **Explosive Device Response Operations:** To coordinate, direct, and conduct explosive device response operations.
- **Fatality Management:** To effectively perform recovery, identification, isolation, decontamination in accordance with standard protocols, transport, storage, determination of cause and manner of death, process/return human remains/personal belongings and interact with families.
- **Firefighting Operations/Support:** To support/conduct fire suppression operations, including deploying the initial alarm assignment, assessing the incident, requesting additional alarm assignments or special operations resources, and establishing a command system consistent with NIMS.
- **Isolation and Quarantine:** To protect the population's health through the use of isolation and/or quarantine measures in order to contain the spread of disease. Successful implementation requires sufficient legal, logistical and informational support to maintain the measures.
- **Mass Care (Sheltering, Feeding, and Related Services):** To provide mass care services, to include shelter, feeding, basic first aid, bulk distribution of needed items and other related services to persons affected by the incident, including special needs populations.
- **Mass Prophylaxis:** To protect the health of the population through a mass prophylaxis campaign following an event. This capability includes the provision of appropriate follow-up medical care, as well as risk communication messages to address the concerns of the public.
- **Medical Supplies Management and Distribution:** To securely transport, manage, and distribute medical supplies during an incident.
- **Medical Surge:** To provide triage and then to provide medical care. This capability applies to an event resulting in a number or type of patients that outstrip the day-to-day acute-care medical capacity in a given area.
- **Onsite Incident Management:** To effectively direct and control the incident site through the use of the Incident Command System (ICS) consistent with the National Incident Management System (NIMS).
- **Public Safety and Security Response:** To reduce the impact and consequences of an incident or major event by securing the affected area in coordination with HAZMAT, fire/rescue, and law enforcement disciplines.
- **Responder Safety and Health:** To protect the safety and health of on-scene first responders and hospital personnel (first receivers, skilled support personnel and, if necessary, their families) through an effective safety and health program.
- **Triage and Pre-Hospital Treatment:** To provide care to casualties prior to arrival at a treatment hospital or facility through triage, stabilization, and rapid/safe transportation from the incident scene to treatment facilities.

Target Capability Definitions

- **Search and Rescue (Land Based):** To coordinate and conduct search and rescue (SAR) response efforts for all hazards including locating, extricating, and providing on-site medical treatment to victims trapped in damaged or collapsed structures, and other designated disasters.
- **Volunteer Management and Donations:** To effectively manage volunteers and donations in support of domestic incident management, including identifying, determining uses for, effectively managing, and deploying volunteer support and donations before, during, and after an incident.
- **Weapons of Mass Destruction (WMD) / Hazardous Materials (HazMat) Response and Decontamination:** To assess the incident; provide protective clothing/equipment; conduct rescue operations; establish exclusion zones; conduct containment/decontamination operations; manage site restoration operations; and implement standard evidence collection procedures.

RECOVER MISSION AREA TARGET CAPABILITIES

- **Economic and Community Recovery:** To implement short-term and long-term recovery processes after an incident. This includes identifying the extent of damage through post-event assessments, and by determining and providing the support needed for recovery and restoration activities.
- **Restoration of Lifeline:** To manage clearing and restoration activities (e.g., demolition, repairing, reconstruction, etc.). This includes the removal and disposal of debris.
- **Structural Damage and Mitigation Assessment:** To conduct damage/safety assessment of civil, commercial and residential infrastructure, and to perform structural inspections and mitigation activities. Includes providing construction management, technical assistance and other engineering services.